

Washington State Auditor's Office

Audit Report

Columbia Conservation District Columbia County

Audit Period
January 1, 1998 through December 31, 2000

Report No. 62888

Issue Date
January 4, 2002



Washington _____
State Auditor

Brian Sonntag

Audit Summary

Columbia Conservation District Columbia County January 1, 1998 through December 31, 2000

ABOUT THE AUDIT

This report contains the results of our independent audit of the Columbia Conservation District for the period January 1, 1998, through December 31, 2000.

We performed audit procedures to determine whether the District complied with state laws and regulations and its own policies and procedures. We also audited the financial statements and evaluated the internal controls established by District management. Our work focused on specific areas that had potential for abuse and misuse of public resources.

RESULTS

The District complied with state laws and regulations and its own policies and procedures in the areas we examined. We also found the District's financial statements were accurate and complete.

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Description of the District

Columbia Conservation District Columbia County January 1, 1998 through December 31, 2000

ABOUT THE DISTRICT

The Columbia Conservation District was established in 1949. The District provides administrative and operational assistance with resource conservation projects to the general public. Oversight responsibility for the District is vested with an independently elected five-member Board. Fiscal responsibility including budget authority, the power to set fees and issue debt consistent with provisions of state laws, also rests with the Board of Supervisors.

The District has two employees and operates on a budget of approximately \$525,000 per year.

ELECTED OFFICIALS

These officials served during the audit period:

Board of Supervisors:

Chairman

Vice Chairman

David Carlton

Jim Hangar

David Fletcher

Bob Klingenstein

Skip Mead

Note: The Board of Supervisors has not changed throughout the audit period including the current year of 2001; only the positions held have rotated. Positions listed above are for fiscal year 2000.

APPOINTED OFFICIALS

District Coordinator

Administrative Assistant

Terry Bruegman

Debra Nordheim

ADDRESS

District

U.S. Post Office Building
202 South Second Street
Dayton, WA 99328-1327
(509) 382-9724 ext. 5

Audit Areas Examined

Columbia Conservation District Columbia County January 1, 1998 through December 31, 2000

In keeping with general auditing practices, we do not examine every portion of the Columbia Conservation District's financial activities during each audit. The areas examined were those representing the highest risk of noncompliance, misappropriation or misuse. Other areas are audited on a rotating basis over the course of several years. The following areas of the District were examined during this audit period:

LEGAL COMPLIANCE

We audited the following areas for compliance with certain applicable state and local laws and regulations:

- Open Public Meetings Act, record retention and access to public records
- Annexation
- Budget compliance

INTERNAL CONTROL

We evaluated the following areas of the District's internal control structure:

- Expenditures, vouchers and credit card usage
- Cash receipting and revenues
- Payroll

FINANCIAL AREAS

In addition to the financial-related work listed in other categories, we audited the following areas:

- Overall presentation of the financial statements
- Subsequent events/going concern
- Cash and investments

FEDERAL PROGRAMS

We did not perform an audit of the District's federal programs, as the District did not spend in excess of \$300,000, which would require an examination of internal controls and compliance testing as prescribed within the OMB Circular A-133.

Audit Overview

Columbia Conservation District Columbia County January 1, 1998 through December 31, 2000

AUDIT HISTORY

We audit the Columbia Conservation District every three years. The District has not had an audit finding for more than six years. This reflects District management's commitment to maintain strong financial and compliance systems with sufficient internal controls.

CONCLUSIONS

In the areas examined, we found the District complied with state laws and regulations and its own policies and procedures. The District generally had sufficient internal controls in place to safeguard assets. We also found the District's financial statements were accurate and complete.

We thank District officials and personnel for their assistance and cooperation during the audit.

Independent Auditor's Report on Compliance with State Laws and Regulations

Columbia Conservation District Columbia County January 1, 1998 through December 31, 2000

Board of Supervisors
Columbia Conservation District
Dayton, Washington

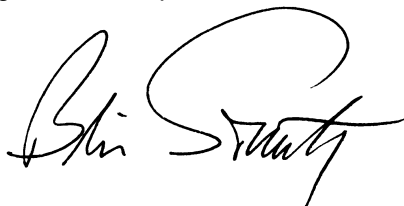
We have audited the financial statements of the Columbia Conservation District, Columbia County, Washington, as of and for the years ended December 31, 2000, 1999 and 1998, and have issued our report thereon dated November 5, 2001.

We also performed tests of compliance with state laws and regulations as required by *Revised Code of Washington* (RCW) 43.09.260. This statute requires the State Auditor to inquire as to whether the District complied with the laws and the *Constitution of the State of Washington*, its own ordinances and orders, and the requirements of the State Auditor's Office.

Compliance with these requirements is the responsibility of the District's management. Our responsibility is to make a reasonable effort to identify any instances of misfeasance, malfeasance or nonfeasance in office on the part of any public officer or employee and to report any such instance to the management of the District and to the Attorney General. However, the objective of our audit of the financial statements was not to provide an overall opinion on compliance with these requirements. Accordingly, we do not express such an opinion.

The results of our tests indicated that, with respect to the items tested, the District complied, in all material respects, with the applicable laws and regulations referred to in the preceding paragraphs. With respect to items not tested, nothing came to our attention that caused us to believe that the District had not complied, in all material respects, with those provisions.

This report is intended for the information of management and the Board of Supervisors and to meet our statutory reporting obligations. This report is a matter of public record and its distribution is not limited. It also serves to disseminate information to the public as a reporting tool to help citizens assess government operations.



BRIAN SONNTAG, CGFM
STATE AUDITOR

November 5, 2001

Independent Auditor's Report on Financial Statements

Columbia Conservation District Columbia County January 1, 1998 through December 31, 2000

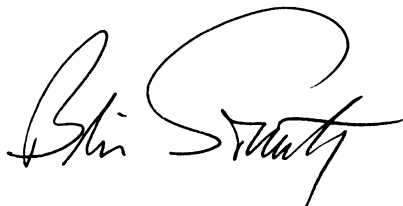
Board of Supervisors
Columbia Conservation District
Dayton, Washington

We have audited the accompanying financial statements of the Columbia Conservation District, Columbia County, Washington, for the years ended December 31, 2000, 1999 and 1998. These financial statements are the responsibility of the District's management. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatements. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

As described in Note 1 to the financial statements, the District prepares its financial statements on the cash basis of accounting that demonstrates compliance with Washington State statutes and the *Budgeting, Accounting and Reporting System* (BARS) manual prescribed by the State Auditor, which is a comprehensive basis of accounting other than generally accepted accounting principles.

In our opinion, the financial statements referred to above present fairly, in all material respects, the recognized revenues and expenditures of the funds of the Columbia Conservation District for the years ended December 31, 2000, 1999 and 1998, on the cash basis of accounting described in Note 1.



BRIAN SONNTAG, CGFM
STATE AUDITOR

November 5, 2001

Financial Statements

**Columbia Conservation District
Columbia County
January 1, 1998 through December 31, 2000**

FINANCIAL STATEMENTS

Revenues and Expenses Arising from Cash Transactions – 2000
Revenues and Expenses Arising from Cash Transactions – 1999
Revenues and Expenses Arising from Cash Transactions – 1998
Notes to Financial Statements – 2000, 1999 and 1998